

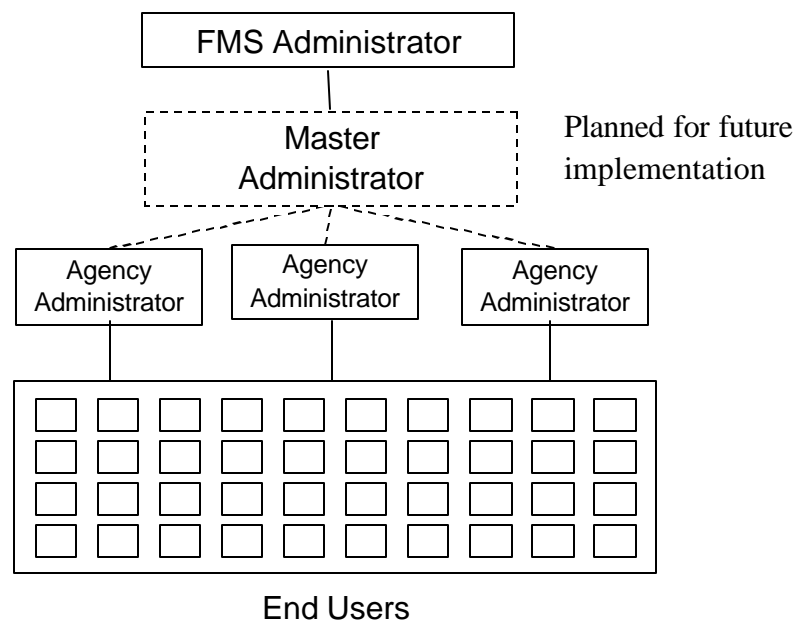


Intra-governmental Payment and Collection System

USER GUIDE FOR TREASURY UPS **(USER PROVISIONING SERVICE)**

MARCH 30, 2006

Overview



- **End Users -**
 - Designated by Agency Administrator
 - Access to IPAC/RITS/TRACS application for entering transactions and retrieving reports
- **Agency Administrator (AA) –**
 - Designated by Master Administrator
 - Approves User access
 - Cannot be a Master Administrator
- **Master Administrator (MA) ¹–**
 - Designated by Chief Financial Officer (CFO) or Deputy Chief Financial Officer (DFCO)
 - Only one per Agency/Department or Bureau
 - Approves Agency Administrators
 - Cannot be an Agency Administrator
- **FMS Administrator (FA) –**
 - FMS and Treasury Support Center personnel
 - Designated by authorized FMS officials
 - Approves Master Administrators
 - Establishes User roles in Treasury UPS

¹ Master Administrators will not be in place for the initial implementation on the Treasury Web Application Infrastructure (TWAI) on March 27, 2006.

Starting the Process

Log on to <http://www.fms.treas.gov/goals/ipac>

- Select Getting Started on the left of the screen
- Print one of the following forms:
 - **User Registration Form** – required for End User Access
 - **Agency Administrator (AA) Designation Form** – required for Agency Administrators Access
 - **Master Administrator (MA) Form** – required for Master Administrator Access

Enrolling as an End User

Log on to <https://www.twai.gov/TWAIUPS/user/login.jsp>

- Click on the **Register** link located under the login button
- When the Treasury Self Registration page appears, enter the number that appears in the green box and click **Next**
- Enter your name and e-mail address and click **Next**
 - If you have a Treasury user ID that already exists in Treasury UPS the following message will appear: “A user with the entered E-Mail Address already exists.”_If your user ID already exists click **Cancel**
 - If Treasury UPS ID is not known skip to forgot password/user id section of guide (pg. 3)
 - If known skip the steps in the remainder of this section and proceed to the Completing Forms section on page 2
- Click **Finish**
- Close the browser
- An e-mail from the Treasury UPS User Administration will be sent to your e-mail address to verify the address.
- After receiving e-mail, click on the URL link that is embedded in the message. If clicking on the link does not work, copy and paste or type the link information into your browser.
- When the Treasury Self Registration page appears, enter the number that appears in the green box and click **Next**
- Verify that your name and e-mail address appear and click **Next**
- Select the dropdown arrow next to Organization Type
 - Highlight Your Organization Type and click **Next**
- Select the dropdown arrow next to the Agency/Department you are employed with
 - Highlight your Agency/Department
 - If your Agency/Department is not displayed in the dropdown, call the Treasury Support Center at 866-809-5218
- Select the dropdown arrow next to Bureau
- Highlight the appropriate Bureau and click **Next**
 - If your Bureau is not displayed in the dropdown, leave it blank and click **Next**
 - Call the Treasury Support Center at 866-809-5218 to report your missing bureau.
- Enter your personal information and click **Next**
 - All fields with an asterisk (*) are required
 - Generation = Jr., Sr., etc
 - Registered Address is For TCIS users only
 - No dashes can be used in the phone number

- **Write the Treasury UPS User ID** in the space provided on the appropriate form. The Treasury UPS User ID that is assigned by the system is the ID you will use to access the IPAC Applications.
- Create your new Treasury password, reenter your password and click **Next**
 - You will be asked to change this password in Treasury UPS the next time you sign in.
- Answer the four Secondary Authentication questions and click **Next**
 - Remember your answers. In the future, you will be able to reset your own password if you know the answers to the secondary authentication questions.
- The confirmation screen will appear, click **Finish** and close the browser
- You will receive an e-mail from the Treasury UPS User Administration with your Treasury UPS User ID
- Log on to Treasury UPS at <https://www.twai.gov/TWAIUPS/user/login.jsp> using the Treasury UPS User ID and password that you just established
- You will be asked to enter your old password, new password and confirm the new password. Click **Change Password**
- Click **Continue**
- Close the login screen by clicking **Logout** on the top right of the screen

Completing Forms

After your registration is completed in Treasury UPS, the appropriate form will need to be submitted so that IPAC functional roles can be assigned. Ensure the following have been completed:

- Treasury UPS User ID is included (forms will not be processed if End User has not registered in UPS)
- Be sure the form is signed (forms will not be processed without a signature)
 - User Registration forms must be signed by the Supervisor and the Agency Administrator
 - Agency Administrator forms must be signed by the Supervisor
 - Master Administrator forms must be signed by the CFO or DCFO²
- Correct Agency Location Code (ALC)
- Be sure to fax a **signed** Rules of Behavior and/or a **signed** Responsibility Agreement

Fax forms to 314-444-7346. When the functional roles have been added to IPAC, you will receive an e-mail notification from Treasury User Administration stating: "Your IPAC roles have been approved or modified."

² Master Administrators will not be in place for the initial implementation on the Treasury Web Application Infrastructure (TWAI) in March 27, 2006.

My Treasury User Account Information

Log on to <https://www.twai.gov/TWAIUPS/user/login.jsp>. The following functionalities will allow you to manage your Treasury User ID.

Manage My Applications

This function allows you to view the Current Module/Role/ALC that has been assigned to you.

- Click on Manage My Applications
- Under Existing Applications, select **View** next to IPAC.
- Click **Finish**

Update My Information

This function allows the user to update or change current personal information

- Click on Update My Information
- Update your information and click **Next**
- Click **Finish**

Change My Password

This function allows you to change your password if it has become compromised

- Click on change my password
- Enter your Logon ID, Old Password and New Password and click **Change Password**
- Click on **Continue**

Update My Secondary Authentication Answers

This function allows you to change your secondary authentication answers

- Click on Update My Secondary Authentication Answers
- Change your answers and click **Next**
- Click **Finish**

Forgot Password or User ID

If you have forgotten your password click on **Forgot Password** from the IPAC application sign on page.

1. Enter your Treasury UPS User ID. Click **Next**
2. Answer the four questions correctly and click **Next**
3. Your new password will be e-mailed to you
4. Click **Finish**. Begin using your new password the next time you sign into IPAC

If you have forgotten your Treasury UPS User ID, click **Forgot User ID**

1. Enter your e-mail address and click **Next**
2. Your user ID will be e-mailed to you
3. Click **Finish**

Password Policy

- Must be at least eight characters
- Must contain at least one Upper case letter
- Must contain at least one Lower case letter
- Must contain at least one number
- There can be a maximum of two repeated characters

Important Note: Passwords should not be stored on a hard drive, even if there is a “remember password” feature. Your password should never be shared with anyone else or used by anyone else. You are responsible for all activity that occurs under your name.

Password Use and Suspension

- Users will be logged out after 10 minutes of inactivity on Treasury User Provisioning pages.
- Users will be suspended after three unsuccessful attempts to log in and will need to contact the Treasury Support Center to receive a temporary password. Temporary passwords are system generated and will be e-mailed.
- Passwords will expire every 90 days. Users who have not changed their password within 90 days will be automatically directed to the Password Change Request page after logging onto IPAC.
- IPAC access will be suspended automatically, when an individual has not logged in for 365 days.
- If you choose to change your password, sign onto Treasury UPS at <https://www.twai.gov/TWAIUPS/user/login.jsp>
 - Select **Change My Password**
 - Enter your Logon ID
 - Enter old password
 - Enter new password
 - Confirm new password
 - Click on **Change Password**
 - Click **Continue**, and you will be returned to the Treasury UPS home page
 - Use your new password the next time you log into the IPAC application.
- Passwords should not include information stored in the user's profile.
- An identical password cannot be used for three consecutive password changes.
- **You should always exit Treasury UPS by selecting the Log Out button.** If the “X” is selected on the upper-right corner of the browser, you will remain logged in for a 15-minute period. **After you log out, be sure to close the browser.**

For questions or problems, please contact the Treasury Support Center at 866-809-5218 or e-mail us at IPAC@stls.frb.org.